

# Tabernacle Elementary School

## *Home of the Cougars*

4901 Tabernacle School Road  
Asheboro, NC 27205  
336-629-3533 - Phone  
336-629-4463 - FAX



## **2017-2018 Student-Parent Handbook**

Ceretha Mitchell, Principal  
Stacy Holden, Assistant Principal

Instructional Day  
7:50-2:35  
(Students may arrive as early as 7:30 a.m. for breakfast.)

## **Randolph County School System**

### **Mission Statement**

The mission of the Randolph County School System is to maximize educational opportunities for every student by focusing on continuous improvement and having high expectations for students and staff, while preparing students for multiple options to be competitive in a diverse 21st Century global society.

## **Randolph County School System**

### **Vision Statement**

The vision of the Randolph County School System is to maximize educational opportunities for every student, based on our beliefs that: All students can learn; All students will be taught in a safe and nurturing learning environment; All students deserve a teacher who is qualified and well-prepared; All students deserve access to instructional resources managed in a fiscally responsible manner; and All stakeholders share the responsibility and accountability for student learning.

## **Tabernacle Elementary School**

### **Mission Statement**

Every Child, Every Chance, Every Day

### **Vision Statement**

The staff will be committed to contributing and working collaboratively within their team and the school, as a whole, to meet the needs of our students.

### **Belief Statements**

We believe all students can learn.

We believe that students excel in a safe learning environment.

We believe each student should be valued for his/her uniqueness and be provided individual educational opportunities which promote success in both school and life.

We believe that home/school/community partnerships are an integral part of the learning process.

### **Student Pledge**

I am proud to be a Tabernacle Student. Today, I will show respect for my classmates, my teachers, and myself. Today, I will take responsibility for my words and my actions because both show my true character. Today, I will be the best person I can be.

### **School Mascot**

Cougars

### **School Colors**

Blue and Gold

### **Academic Achievement**

Students in grades 3-5 are recognized for their academic efforts by placement on the Principal's List or A/B Honor Roll. Requirements are as follows:

**Principal's List** – Students who earn A's in all core academic subjects will be placed on Principal's List.

**Honor Roll** – Students who earn A's and B's in all core academic subjects will be placed on Honor Roll.

<b>Grading System</b>	A: 90-100
	B: 80-89
	C: 70-79
	D: 60-69
	F: < 59

To ensure the academic success of your student, please encourage him/her to ask questions in class for clarification. When students need academic support, the first place to go for assistance is the classroom teacher. Classroom teachers will publish a monthly schedule for after school tutoring sessions.

### **Attendance**

Students in grades K-5 will be recognized each grading period for perfect attendance. Attendance in school and participation in class are integral parts of academic achievement and the teaching-learning process. Regular attendance and being on time develops patterns of behavior essential to professional and personal success in life. To be counted present for the entire school day, a student must be present for at least ½ of the instructional day. Students arriving after 11:15 or leaving before 11:15 will be counted absent. A student who is absent from school more than 20 days for any reason will generally receive no credit for the year and will be retained in the same grade for the succeeding year.

### **Before and After School Daycare Program**

Tabernacle Elementary School operates a before and after school program. Our program provides academic support for students with their homework and time for students to play, exercise, and participate in various activities that promote social skills, creativity, and physical fitness.

Parents desiring to enroll their child in our before and after school program should contact the After School Care Coordinator. She will provide more information regarding prices for the program. Financial responsibility includes making regularly scheduled payments.

Before school operating hours are 6:00-7:30am. After school operating hours are 2:35-5:30pm. Students are expected to follow all rules. Parents will be notified if the rules are not being followed. Failure to follow the rules may result in suspension or dismissal from the program. Failure to pay fees will result in dismissal from the Before/After School Program.

### **Books and Book bags**

All students have the responsibility of seeing that their books are not lost or damaged. This includes textbooks, supplementary books and library books. If a book is lost or damaged while checked out to a student, the student will be charged a lost or damaged book fee. Lost or damaged books should be reported to the teacher.

Each student should have a book bag that he/she can bring to and from school to protect books and assignments. Rolling book bags are not permitted.

## Buses

### Responsibilities of Students

- Be ready and on time for the school bus each morning.
- Stand away from the road, in an orderly manner, while waiting for the bus.
- Wait for the bus to stop and watch for traffic before crossing the road.
- Always cross the road in front of the bus when loading or unloading.
- Never stop to pick up anything you drop in front of the bus.
- Sit quietly in your assigned seat at all times until the bus reaches the stop where you exit.
- Refrain from behavior that might distract the driver's attention, such as shouting, fighting, throwing objects, or being out of your seat.
- Obey all safety rules and do your part to help the driver provide safe transportation.
- Use the back door only in an emergency.
- Be careful not to cause damage to any parts of the bus. Parents are responsible for any damage caused by their child.
- Respect the bus driver.
- Food and/or drinks are not allowed on the bus at any time.

### Responsibilities of Parents

- Arrive early at the bus stop (15 prior to stop time). Bus pick-up and arrival times may vary each day. If there is not a parent at the bus stop in the afternoon, the student will be brought back to school.
- Become familiar with rules and regulations of safe bus operations.
- From time to time, speak with your child's driver and let him/her know that you support their efforts.
- Encourage your child to respect and obey the school bus driver.
- If your child experiences problems on the bus, report this immediately to the bus driver, assistant principal or principal.
- If you observe any school bus (from any school in the county) operating in an unsafe manner, record the bus number and immediately phone the nearest school assistant principal or Randolph County School System Transportation Department.

### Incentives and Consequences

Riding the bus is a privilege. The importance of proper conduct while waiting for, boarding, riding or disembarking from a bus cannot be overemphasized.

<b>Violation</b>	<b>Possible Consequences</b>
1 <sup>st</sup> offense	verbal warning, loss of privileges, bus suspension up to 3 days
2 <sup>nd</sup> offense	verbal warning, loss of privileges, bus suspension up to 5 days
3 <sup>rd</sup> offense	bus suspension, 1-5 days
4 <sup>th</sup> offense	bus suspension, 3-10 days
5 <sup>th</sup> offense	bus suspension, 5-10 days
6 <sup>th</sup> offense	bus suspension 10+ days
7 <sup>th</sup> offense	bus suspension remainder of school year

Anytime a bus ticket is issued, written notification will be sent home to be returned the following day with parent's signature. If bus suspension is issued as a consequence, parents will be notified orally and in writing. In most cases, the student will be permitted to ride the bus home from school that day, with the suspension beginning the following day. If a student is suspended from the bus, he/she is still required to come to school.

The above procedure concerning bus discipline will apply in most cases. In cases of more serious offenses, administration may take direct action without following the regular sequence. Serious and/or repeated offenses may result in long bus suspensions or bus suspension for the remainder of the school year.

### Car Riders

All car riders should be dropped off in the morning and picked up in the afternoon in front of the school using the circular drive. There will be one lane of traffic during morning and afternoon hours. Please follow the traffic directions administered by the teachers on duty in the morning and afternoon. Please, do not load or unload students in the gravel employee parking lot, bus parking lot, road in front or back of the school. As a reminder vehicle parking is not permitted along the road in front of the school. In assuring a safe arrival and dismissal process, please remain in your car when dropping off or picking up your child. PreK and Kindergarten parents will be allowed to walk their child into the school building during the first week of school.

**Morning Procedure** – School staff will be on duty and begin unloading cars at **7:30**. At this time, parents may pull up to the front entrance of the school to begin unloading students. Students will report to their classrooms for breakfast instructions or begin morning work. Students **may not** be dropped off **before 7:30**. If parents need to drop students off prior to 7:30, they should make arrangements with After/Before School Coordinator for before school care. **Students arriving after 7:50 will be counted tardy.** Parents should park and walk students into the office to sign in. Parents should not walk students to class in the morning.

**Afternoon Procedure** – School staff will be on duty and begin loading cars at **2:35**. In an effort to keep our students safe, parents are asked to stay in their car, follow the flow of the traffic in the circular drive and pick up their child in the loading area in front of the school. Students will remain with designated school staff until the bell rings and then be assisted in loading into their parent's vehicle. Please be reminded to display the name placard of the student/students you are picking up. This placard should be placed in the front windshield of your car. Additional placards can be picked up in the main office. There are 4 loading stations for students. Use extreme caution and be observant of children in this loading and unloading area. Be courteous to the bus drivers in allowing buses to depart from the parking area while waiting in the car rider line.

Please pay close attention to our staff members on duty as they will direct the traffic flow. Thank you for your support and cooperation concerning the safety of all Tabernacle students during their arrival and departure.

### Change in Transportation

Students leaving early will need to have a note stating the dismissal time and reason. Changes of transportation cannot be made over the phone to ensure the safety of all students. There will be no changes of transportation after **1:45 p.m.** (unless there is an emergency). There are several forms of communication that will be accepted: written note, email and fax. The fax number is 336-629-4463. Notes may be written to the teacher and will be submitted to the office. Emails must be sent to all the individuals listed: [twork@randolph.k12.nc.us](mailto:twork@randolph.k12.nc.us), [jbostic@randolph.k12.nc.us](mailto:jbostic@randolph.k12.nc.us), [t2reeder@randolph.k12.nc.us](mailto:t2reeder@randolph.k12.nc.us).

### Classroom Parties

To provide a quality educational program, it is important for interruptions to the instructional day be kept to a minimum. Parties are limited and will be arranged by the classroom teacher. Birthdays are special occasions. If you wish to send a special treat for your child to share with classmates, please contact the teacher in advance so the treat can be shared during their regular lunch schedule. **Please remember that all refreshments served for students must be store bought.**

### Discipline

Each classroom teacher has a classroom management system stating rules, expectations and procedures for the classroom. This management system gives clear expectations for appropriate school behavior and will be shared with students and parents at the beginning of the school year. Teachers will notify parents if a student is consistently not following the rules, expectations and/or procedures of the classroom. Please also reference Randolph County School System's Student Code of Conduct for expectations and consequences.

### Dress Code

Students at Tabernacle are expected to dress in a manner which is not disruptive or distracting to others. Failure to comply with the school dress code may result in the student being removed from the classroom and/or school until the student is in compliance.

### **Emergency Plan**

Tabernacle Elementary has a school emergency plan in place with procedures for various types of emergencies (i.e. fire, tornado, crisis, etc.). These are reviewed several times during the year with faculty and are documented. Routine fire, lockdown and tornado drills are conducted with the students to keep us prepared should an actual emergency occur.

### **Fees**

Instructional supply fees for all K-5 students are \$12.00 for the 2017-2018 school year. Fees are due at the beginning of the school year.

### **Field Trips**

Field trips are an important part of the school experience. Students going on field trips are expected to:

1. Turn in permission slips signed by parents by due date.
2. Pay student cost for trip.
3. Follow school rules and expectations just as they would if they were at school.

There may be an opportunity on designated trips for parents to attend with their student. Parents are asked to refrain from bringing younger siblings on the trip. Teachers will communicate any opportunities for parent attendance on or attached to the permission slip. Some field trips are limited to staff only. Any parent asked to attend a field trip must complete a volunteer screening packet and be approved as a Level 2 volunteer with the Randolph County School System. Parents are not allowed to ride on the activity bus and must provide their own transportation to and from the field trip site. Students must ride to the trip location on the bus to be counted as present for the day. Students are allowed to leave the trip location with their parents, but parents must first sign students out with their teachers.

### **Flowers/Balloons/Gifts**

To prevent classroom interruptions during the instructional day, students will not receive flowers, balloons or student gifts for special occasions during the school day. Please make plans for these items to be delivered to your home.

### **Food and Cafeteria**

Soft drinks should not be brought on campus by students unless the drinks are to be used at a class function and prior approval has been given by the classroom teacher.

Breakfast and lunch are available to all students daily. Lunch prices are \$2.30; reduced fee is \$0.40. Applications for free or reduced lunch prices will be available at Open House. Students and staff may pre-pay for meals by placing money in their account at their school using cash or check or may pre-pay by debit/credit card using the RCSS online payment center. **NEW!** To register and view your students account for free, visit our online payment center, [www.k12paymentcenter.com/Default.aspx](http://www.k12paymentcenter.com/Default.aspx) and sign-up today! *Transaction fees still apply.* Please keep your child's lunch balance paid in full each week. The expense of accumulated lunch charges falls back on the school. Students cannot charge extra items. Students purchasing a la carte items may do so with money in hand or from their account.

Students may bring lunch from home. Students may not bring: glass containers, items that need refrigeration or items that need to be heated. Students who bring lunch from home may still purchase additional items in the cafeteria.

Time for a snack will be provided to students daily as some lunches are rather early in the day and some rather late in the day. Snacks should be healthy snacks (i.e. fruits, vegetables, crackers, cheese, peanut butter, cereal/granola bars).

### **Hat Day**

Students and staff may wear hats on announced Fridays when they pay \$1.00. Hats must not contain inappropriate or vulgar messages or pictures. Funds help our school purchase items and provide special activities for our students.

### **Homework**

Homework is a useful reinforcement to classroom instruction. Students are expected to read (or be read to) every night. In addition to reading, each grade level may assign up to 10 minutes per grade level of homework (i.e. Kindergarten and 1<sup>st</sup> grade – 10 minutes, 2<sup>nd</sup> grade – 20 minutes, 3<sup>rd</sup> grade – 30 minutes, 4<sup>th</sup> grade – 40 minutes, and 5<sup>th</sup> grade – 50 minutes). These are suggested homework time frames and may vary. Please do not hesitate to discuss any concerns with your child's teacher.

### **Interims/Report Cards**

Parents are encouraged to keep in touch with their child's teacher in order to remain informed of his/her progress. Interims will be sent home midway through each quarter. Report cards will be sent home at the end of each quarter. Please review, sign and return indicating receipt.

### **Lost and Found**

Lost items should be turned in at the school office. Lost items will be kept no longer than two months.

### **Phone Calls/Conferences**

To schedule a conference, please call the main office or email your child's teacher. Teachers are not available to conduct conferences with parents during instructional time, 7:50-2:35. If you would like the teacher to call, the receptionist will forward you to the teacher's voice mail. When the teacher has an opportunity to return the call, s/he will do so. Please do not anticipate receiving a return call before 3:00.

### **Parent Teacher Organization (PTO)**

The Tabernacle PTO exists to promote the education and welfare of our children. Parents are encouraged to join and participate in the activities of the PTO. We are always looking for new ideas and volunteers to assist us in carrying out our instructional goals. Family members, friends, and other interested persons are invited to join our PTO. Please look for notification to be sent home regarding upcoming meetings and how you can become involved.

### **School Hours**

Our instructional day is 7:50-2:35. Students arriving after 7:50 are tardy and must be signed in at the front office by a parent. The building will open at 7:30 for students to go to their classrooms.

Car riders should be picked up as soon as possible after the dismissal time of 2:35. Students who have not been picked up by 3:00 will be brought to the office to wait for the parent to come in and pick up the student. Students who have not been picked up by 3:15 will be charged the daily fee for after school care.

### **School Visitors**

For the safety of all students, all visitors are required to come to the office to sign in and receive a visitor's badge. Please do not go directly to the classroom. Visiting adults in the building who are not wearing a visitor's badge will be asked to go to the office to receive one.

If you would like to volunteer in the school, complete and submit a volunteer screening packet. We encourage parents and grandparents to volunteer to read to students and/or assist with other activities in the classroom. Completed volunteer packets are also required to chaperone on field trips or volunteer at any afterschool events.

Parents are welcome to eat lunch with their child. Again, you must sign in at the front office and wear a visitor's badge.

### **School Closings**

Schools may close or dismiss early for inclement weather. As soon as a decision is made, a call will go out via School Messenger. To ensure you receive these notifications, make sure we have updated phone numbers on file for you at all times.

### **Selling/Buying/Trading/Borrowing/Lending**

These practices tend to cause misunderstandings among students. When students bring personal items to school, problems usually occur. Personal items should be left at home. Selling/buying and trading are not permitted at school or on the school bus.

### **Sign-in/Sign-out Procedures**

If your child arrives late to school after 7:50, please escort the student to the office to sign in.

If you need to sign your child out prior to 2:35, you must do so in the office. Please do not go to the classroom to pick up your child before the scheduled dismissal time. Office staff will call the student's classroom for the student to be sent to the front office after the person picking up the student has been properly identified and followed the established sign out procedures.

Office staff will check identification. The name of the person picking up the student must be on the Parent Approval Pick-Up List for us to release the student. Please include the names of parents/guardians and any other individuals who have your permission to pick up your child on this list. If parents are divorced or separated, students may be released to either parent unless the school has been provided a copy of a court order or a separation agreement that specifies one parent as primary custodian of the student or which specifically prohibits the non-custodial parent access to the student. A copy of the legal documentation concerning custody agreements that restrain a parent from a child must be on file at the school. Students will not be called to the office for checkout until the person picking up the student has been appropriately identified. To ensure the safety of your child, a student checkout log will be stored in the Ident-A-Kid (NSSI) Computer Program in the office.

### **Student Assignments to Classes**

Please be mindful that classroom organization during the first ten days of school may be temporary, and students' placement is subject to change. Unanticipated enrollment may affect the school's organization and make it necessary to make changes. Any changes will be kept to a minimum, and cooperation and understanding regarding necessary changes will be appreciated.

### **Tardies**

All students should be in their classrooms ready to begin the instructional day when the tardy bell rings at 7:50. When a parent brings a student to school after 7:50, the parent should sign the student in at the office. Any student arriving to the classroom after 7:50 will be marked as tardy. School administration will communicate with students and their parents when tardies or early check-outs become excessive.

### **Telephone Calls**

Students will not be called to the telephone during the school day. The telephone is for business use only.

### **Toys/Cell Phones/Electronic Devices**

Students are not permitted to bring electronic devices to school without their teacher's written request and permission (completion of the Bring Your Own Tech form). If their teacher asks for them to bring any of these items, they must be carried in bags or boxes while on the bus. They must not be played with on the bus. If any of these items are brought to school without following the established procedures, they will be taken and the parent will be required to come to the school to retrieve the student's personal item(s). The school is not responsible for student's personal items that are brought to school. The school is not responsible for student's damaged or stolen items.



**Thank you parents for your continued support and involvement! The 2017-2018 school year is going to be a GREAT ONE!**

